



## WORKPLACE EMERGENCY RESPONSE INFORMATION

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Supersedes: New Policy

Effective Date: 16-Mar-18

### **PURPOSE**

To establish protocols and procedures that help to protect the health and safety of employees, to prevent damage to business assets, and to minimize business losses stemming from unforeseen events, civil emergencies and business interruptions.

### **SCOPE**

This policy applies to all Dart Canada Inc. ("Dart") employees, independent contractors, subcontractors, and agents.

### **POLICY**

Under the AODA, Ontario Regulation 191/11, entitled "Integrated Accessibility Standards Regulation" [the "Integrated Regulation"], came into force July 1, 2011. The regulation establishes accessibility standards for employment. Dart is included in the regulation's definition of an "obligated organization", and must comply with the phased-in requirements for workplace emergency response information beginning January 1, 2016.

In any emergency or business interruption, Dart has a responsibility to ensure the safety of its employees and to manage emergencies and business interruptions to minimize loss and inconvenience to all concerned.

An employee who has a disability will be provided with individualized workplace emergency response information if the disability is such that the individualized information is necessary, and Dart is aware of the need for accommodation due to the employee's disability. If an employee who receives individualized workplace emergency response information requires assistance, Dart will provide the workplace emergency response information to a person designated to provide assistance, with the employee's consent. The employee must have completed the form to request accommodation and provided it to either their Immediate Supervisor or local HR representative.

The Health & Safety Specialist is responsible for assessing risks to Dart, its employees, equipment and data, and for developing strategies and procedures to minimize and/or prevent losses from identified risks.

#### **Definitions**

**Declared emergency:** an emergency declared under section 7.0.1 of the Emergency Management and Civil Protection Act that includes a quarantine declared by a Medical Officer of Health under the Health Promotion and Protection Act.

**Emergency:** any unforeseen occurrence (e.g., fire, power failures, bomb threats, armed attacks, toxic spills, natural disasters, accidents, injuries, or other business interruptions) that result in a partial or total shutdown of business operations.

#### **References and Related Statements of Policy and Procedure**

- Accessibility for Ontarians with Disabilities Act, 2005
- Emergency Management and Civil Protection Act
- Employment Insurance Act (Canada)
- Employment Standards Act, 2000
- Personal Information Protection and Electronic Documents Act (Canada)
- SARS Assistance and Recovery Strategy Act, 2003
- Workplace Safety Insurance Act
- Integrated Accessibility Standard Regulation (O.Reg.191/11)
- SPP AS 5.01 – Accessibility standard for employment policy, statement of commitment



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- SPP AS 5.02 – Recruitment, assessment, and hiring
- SPP AS 5.03 – Return to work
- SPP AS 5.04 – Performance management
- SPP AS 5.05 – Career development and advancement
- SPP AS 5.06 – Redeployment
- SPP AS 5.07 – Accessible formats and communication supports
- SPP AS 5.08 – Documented individual accommodation plans

### **Health Related Emergencies**

In the event of a public health quarantine, affected employees are required to adhere to public health directives.

In the event of a declared emergency that is health-related, Dart reserves the right to place any employee on mandatory leave, if the employee attends at the workplace after being exposed to an individual with an illness or disease related to the declared emergency, or if the employee shows symptoms associated with the declared emergency. The employee will be required to remain on leave until he/she can produce a doctor's certificate stating that the employee is fit to work.

Employees are expected to follow procedures established by the Emergency Management Team (EMT) in order to reduce the spread of any infectious disease or illness in the workplace, including, but not limited to, hand washing, cough and sneeze etiquette, and holding virtual meetings.

An employee may be entitled to unpaid Emergency Leave, Declared Emergencies for the duration of a declared emergency under the Emergency Management and Civil Protection Act. Any Emergency Leave, Declared Emergencies taken under this provision is in addition to any personal emergency leave the employee may be entitled to under Personal Emergency Leave.

### **Responsibility**

The senior manager at each worksite is responsible for establishing an Emergency Management Team for that worksite, and developing an Emergency Plan to be published and communicated to all employees. Additionally, the senior manager is responsible for determining if, and when, any worksite evacuation may be advisable, and for ordering such an evacuation, if deemed necessary.

The responsibilities of the Emergency Management Team and Health and Safety Specialist include but are not limited to:

- conducting a full risk assessment and business impact analysis of the worksite and its susceptibility to declared emergencies, other emergency situations, and serious business interruptions
- developing and publishing an Emergency Plan for the worksite, and for each department located at the worksite, and ensuring the manager and employees in each department are trained and knowledgeable about those plans
- planning fire safety and evacuation procedures in conjunction with fire and safety professionals, and ensuring employees are trained in those procedures
- ensuring employees have easy and rapid access to emergency telephone contact numbers
- ensuring the security of computer systems and data in conjunction with information technology (IT) professionals, including implementing anti-virus, firewall, and back-up procedures, and ensuring that all employees with access to computers are trained to perform any necessary procedures to maintain data security



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- collecting essential data in conjunction with management personnel, regarding business equipment, finance and banking arrangements, computer systems, suppliers, clients, and key personnel in order to create a disaster management kit
- ensuring adequate emergency supplies are on hand at the work place
- working with all supervisors to ensure key employees have a back-up employee who can act in the absence of the key employee
- advising senior management regarding possible insurance requirements to ensure adequate coverage in the event of an emergency
- establishing strategies for communicating relevant information about an emergency or business interruption to employees
- determining the potential impact of a declared emergency on business, and developing strategies to respond to those impacts
- determining and implementing strategies to minimize risk to employees, clients and the public during an emergency situation
- communicating with local authorities to maintain the most current information available on the status of a declared emergency
- determining protocols for enhanced cleanliness practices in the workplace during a health-related emergency or a health quarantine
- following up and maintaining up to date status reports on emergency situations including statistics related to employee sickness or absenteeism
- reviewing and updating Emergency Plan(s) at least once each year, making any changes deemed necessary

Managers are responsible for ensuring employees within their jurisdiction are familiar with the Emergency Plan(s) and receive appropriate training consistent with the requirements of those plans. Additionally, managers are responsible for selecting or appointing a Department Emergency Coordinator for their respective departments and ensuring that the Coordinators are fully knowledgeable and trained in the duties that arise from the Departmental Emergency Plan.

Department Emergency Coordinators are responsible for becoming knowledgeable about their Departmental Emergency Plan, periodically reviewing that plan, and recommending any changes to make the plan more effective. Additionally, the Coordinator is responsible for directing and/or assisting co-workers in the effective handling of any emergencies that may arise in their department.

All employees are responsible for following the protocols set out by the EMT, management, or public authorities.

### **Procedure**

The Emergency Management Team will conduct a risk assessment as soon as possible, and prepare and publish an Emergency Management Plan for each department located at the work site. Dart and/or the respective department manager/supervisor will implement recommended emergency prevention measures.

The Emergency Management Team will ensure recommended employee training programs are implemented, including periodic updates and refresher sessions to all employees.

In the aftermath of an emergency or business interruption, the Emergency Management Team will review and revise emergency procedures as necessary.



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In the event of an emergency, all employees must follow the procedures set out in the Emergency Plan for evacuation, business preservation, and recovery. Department Emergency Coordinators will assist co-workers in this connection.

Fire drills and/or building evacuation drills will be conducted at least once each year.

All employees will be trained periodically in the correct selection of fire extinguishers for each type of fire (e.g., electrical, chemical, etc.), and in the proper use of fire extinguishers. In this regard, a training log will be kept for each employee showing the date and training received.

Each employee will be provided with an Emergency Telephone Contact List.

An employee who has been provided with an individualized workplace emergency response information will have that information reviewed:

- when the employee moves to a different location in the organization
- when the employee's overall accommodations needs or plans are reviewed
- when Dart reviews its general emergency response policies

In the event of a declared emergency, the EMT will ensure that appropriate protocols and procedures are in place and communicated to the appropriate personnel.

During a declared emergency, all employees are required to adhere to any emergency orders issued by the appropriate authorities including, but not limited to, travel restrictions, evacuations, public health orders, or any other orders related to the declared emergency. Otherwise, employees are required to follow the protocols and procedures of the EMT when in the workplace.

### **Emergency Leave, Declared Emergencies**

An employee is entitled to unpaid Emergency Leave, Declared Emergencies if the employee will not be performing the duties of his/her position because of an emergency declared under section 7.0.1 of the Emergency Management and Civil Protection Act and:

- Because of an order that applies to the employee made under section 7.0.2 of the Emergency Management and Civil Protection Act.
- Because of an order that applies to the employee made under the Health Protection and Promotion Act.
- Because the employee is needed to provide care or assistance to:
  - the employee's spouse, a parent, step-parent or foster parent of the employee or the employee's spouse
  - a child, step-child or foster child of the employee or the employee's spouse
  - a grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee's spouse
  - the spouse of a child of the employee
  - the employee's brother or sister
  - a relative of the employee who is dependent on the employee for care or assistance

Employees who take Emergency Leave, Declared Emergencies must notify their Immediate Supervisor as soon as possible of their intention to take the leave, the reason for taking the leave, and will provide Dart with periodic updates regarding their expected return date.

The leave may last as long as the employee is not performing his/her duties because of the emergency declaration, but the entitlement ends when the declared emergency is terminated.



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Dart may require an employee who takes leave under this section to provide evidence, at a time that is reasonable, of the circumstances that cause the employee to be entitled to the leave.

The entitlement to leave under this section is in addition to the entitlement of a Personal Emergency Leave.

All notices, certificates, correspondence, and other documents that relate to an employee taking emergency leave during a declared emergency will be retained for record keeping purposes.

On expiry of an Emergency Leave, Declared Emergencies, an employee who returns to work will be reinstated in the position occupied by that employee at the commencement of the leave, or if that position is not available, in a comparable position. The employee will receive a pay rate that is equal to the greater of the rate the employee most recently earned, and the rate the employee would be earning, had he/she worked throughout the leave.

Emergency Leave, Declared Emergencies is included in any calculation of an employee's length of employment or seniority. The period of the leave is not included when determining whether the employee has completed the Probationary Period.

**Federal and Provincial Law**

Where any applicable law conflicts with the provisions of this policy, the policy will be deemed amended as necessary to comply with the law while preserving the principles and intent of the policy.

**Exceptions**

Any exception to this policy must be approved by a Vice President in consultation with the Vice President of HR.